



The Traffic Cone

"Guiding you over and around the bumps of your payroll journey"

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October 13, 2009

A decision has been made to process all recognition awards via Direct Deposit instead of by warrant. This means that for those receiving awards between now and November 4th, the award will need to be processed in this payroll (B-21 due for certification on Thursday). Funds for the payment of the award will be deposited to the account with payroll on October 21st. For those receiving awards later than November 4th, you may skip this payroll and process the award for deposit in the payroll on November 4th.

- To process the award in a payroll, you should use the **Pay Type 450** and enter a **lump sum amount** instead of the hours.
- Prepare a document, similar to the one below, for insertion into the envelope to be given to the award recipient.
- At the ceremony, you may present the envelope, along with any certificate, in the same manner you would if the envelope contained the warrant.

If you have any questions, please call me. If payroll has been processed already (you ROCK !!!) you will have to reset and add this line to the payroll.

Sorry for such late notice but you still have plenty time to "Git 'er done"

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Congratulations

Your (____Award Name____) award of \$(____dollar amount____) has been included in your payroll and will be deposited directly into your account on the (____pay date____) pay date along with your regular pay. The award amount is designated with a pay type 450 on the pay stub.